

DEPARTMENT OF EDUCATION  
PROCUREMENT AND CONTRACTS BRANCH

December 15, 2004

ADDENDUM C

TO

REQUEST FOR PROPOSALS

No. RFP F05-042, PROVIDE PHYSICAL THERAPY SERVICES

No. RFP F05-043, PROVIDE OCCUPATIONAL THERAPY SERVICES

No. RFP F05-044, SPEECH AND LANGUAGE SERVICES

FOR THE DEPARTMENT OF EDUCATION (DOE)

Written questions submitted by the November 12, 2004 deadline are listed below. The following answers are hereby provided.

Please note that throughout this addendum, "therapy" is a general reference to physical, occupational and speech language services. "Therapist(s)" is a general reference to Physical Therapists, Occupational Therapists or Speech Language Pathologists.

1. Page 2 of General Conditions, Section 1.4 indicates that the State of Hawaii, the purchasing agency, and their officers, employees, and agents be named as an additional insured for any liability arising out of or resulting from occurrences connected with the Provider's Agreement. Does this condition relate to only General Liability coverage?

*Yes, this applies to General Liability.*

2. In reference to the State's removal language noted on page 2-11, first paragraph, would the State clarify some general guidelines regarding the termination of any healthcare provider?

*The Contract Administrator would request removal of an employee from a project for cause. Before a written request to remove an employee is issued, the Contract Administrator would work with the Contractor in an attempt to resolve any issues pertaining to the employee. The written request to remove an employee is reserved as a final remedy.*

3. Is holding final payment for equipment, keys, etc. legal within the state of Hawaii?

*The requirement for final payment is satisfactory completion of services. If provided to the Contractor within the scope of the contract, this would be a reason for withholding final payment.*

4. What is a Secondary Purchaser?

*In summary, two or more purchasing agencies may coordinate purchases of similar health and human services by combining their requirements. The secondary purchaser is the agency requiring the smaller share of the services or the agency utilizing the service that has already been procured under a competitive purchase of service by another purchasing agency. For more information please refer to §3-143-608 of the Hawaii Administrative Rules available at:  
[http://www2.hawaii.gov/spoh/HAR/HI\\_AdminRulesCh103F\\_Bkgrd.htm](http://www2.hawaii.gov/spoh/HAR/HI_AdminRulesCh103F_Bkgrd.htm)*

5. No documentation of any orientation noted: is any orientation offered? When? At whose Expense? Can we have a list outlining the scope of the orientation?

*Information regarding the orientation for applicants is provided in Section 1 (V) of the RFP. The orientation meeting was held on October 20, 2004. All expenses incurred to attend the orientation are the responsibility of the Applicant. Responses to orientation meeting questions are posted as Addenda B to this RFP.*

6. Who is the current vendor providing these services?

*PT: MTX of Southwest Florida Inc. dba MTX Therapy Services  
Progressus Therapy, Inc.  
ST: Progressus Therapy, Inc.  
OT: MTX of Southwest Florida Inc. dba MTX Therapy Services*

7. Is the Department of Education satisfied with the current vendor's service provision?

*The current vendors are performing satisfactorily under the terms and conditions of their respective contracts.*

8. The RFP it states, "DOE will establish a unit rate not to exceed \$52.00 per hour". If different, what is the hourly billing rate for the services being provided under the current contract?

*PT: MTX \$49.75  
Progressus Therapy Inc. \$50.00  
ST: Progressus Therapy, Inc. \$51.05  
OT: MTX \$49.75*

9. When does the current contract for these services expire?

*All existing contracts for these services expire June 30, 2005.*

10. Will a specific provider be required to provide services to more than one island and/or district?

*Contracts shall be awarded according to the criteria in Section 2 (II)(D), based on the Contractor's capacity.*

11. Would you please specify the type of Criminal Background Check and specific type of fingerprinting required, i.e. FBI background check, state agency check, local, etc. In addition, how far into the process of fingerprinting must provider be in order to begin their assignment on this contract?

*The criminal and background check information required are as follows:*

- a. *Federal and State criminal clearance check. Documents of background checks shall be current and dated within thirty (30) days of submission to the DOE.*
- b. *Traffic abstract (no Driving Under The Influence of Alcohol or Drugs or careless driving conviction),*
- c. *No documented emotional or mental disorders,*
- d. *No criminal convictions which may deem the candidate unsuitable for employment.*

*All information shall be submitted to the Contract Administrator for review at least fourteen (14) days prior to the employee being assigned to a work site.*

12. Would anyone from either school system or DOE be participating, or be willing to participate in the interview process for any qualified providers who would be eligible to work as part of this contract?

*Yes, as time permits.*

13. Are we able to contract with past contracted providers who are not residents of Hawaii and who have not been permanent employees of the DOE?

*Yes, if their current individual contracts with their employers do not prohibit it.*

14. The bid says that \$52 per hour is the bidding ceiling. It also states that it can be renewed up to 3 years, which means a 4 year term. From last two years contract and this year's price, there has been an increase of \$2 per hour. Would it not be prudent to even expect within your parameter of pricing to be able to increase the pricing \$2 every two years? Can you please comment on this? Or we have to maintain the price of up to \$52 per hour for 4 years? If we bid higher than \$52 that last two years, will this automatically lower our chances or will we be knocked out of the competition all together because we did not follow your price? Is there anyway that you can consider this in the bid?

*If an Applicant proposes a rate greater than \$52.00 per hour, the maximum rate stated in the RFP, the proposal would be considered unresponsive, and therefore disqualified. The maximum rate stated is based primarily upon considerations of budget and need for the service. In order to live within its means, the Department may opt to modify delivery of services as a way to meet budget restrictions.*

*The Department is also cognizant of industry and general economic factors affecting Contractors. Dependent upon funding, the need for services, and mutual agreement to renew the contract, the Department may consider an increase in the hourly rate of no more than \$1.00 per hour during subsequent years of the agreement.*

15. Can a sample work schedule be provided to help determine staffing solutions?

*Therapists are assigned a group of schools in a set geographical area. Each therapist is free to design the schedule to meet the students' needs and to minimize the amount of traveling between schools. The schedule for the work week will vary depending upon the number of students, the frequency of service, and the number of schools assigned to the Therapist. Generally, the students are seen during school hours, and afternoons are usually reserved for meetings, charting/documentation, in-servicing and training.*

16. Could that state provide a sample schedule of all required staff meetings, training, etc? Are these required meetings paid to provider and billed to state?

*All mandatory trainings and meets are billable to the state. It is difficult to give a sample schedule since various districts schedule the various trainings and meetings. Presently the mandatory trainings include Chapter 56 (Hawaii's version of IDEA), ISPED (Integrated Special Education Database), and Missed Sessions (procedures concerning when therapists miss scheduled therapy sessions).*

17. Are all meetings, i.e. IEP's, District Meetings, Quarterly Meetings, etc. already incorporated into the total estimated hours for each district?

*Yes, the estimated hours include 8-hour work days. School is in sessions for 6 hours a day.*

18. Will all therapy sessions take place within the school building or will home visits be required? Additionally, if home visits or off school ground visits be required, what percentage of sessions take place in this environment?

*Most therapy sessions occur on the school campus. There are a small percentage of students who require homebound status and will require home visits. Students may also include those who have private placement status (i.e., private schools, headstart), where services are required. On the average, Therapists will have 0-3 off campus students.*

19. Is travel time between school, within a given day, billable as part of the workday?

*Yes, the estimated 8-hour work day includes travel time between schools.*

20. What are the state guidelines regarding absences that are referred to within the RFP?

*The Missed Sessions training will provide a detailed procedure for absences. Basically, if the contract employee will miss sessions due to attending a workshop or vacation, we encourage them to provide services on an alternate day either before their absence or shortly after returning to work. We encourage all therapists to take vacations when students are not in school, so that it does not affect the services they receive. If therapists do go on vacation when school is in session, other therapists (both contract and DOE employees) may be able to cover for them on a short-term basis. If the absence is estimated to be of a long-term nature, the contract company will need to provide a replacement.*

21. Regarding the ISPED training being conducted by DOE – when would training take place, and at whose expense?

*The trainings will be scheduled by the various District Offices. Generally, the ISPED trainings are conducted within the first few weeks of employment. ISPED training is free to the contractor, and the hours of attendance will be billable to the state as part of the normal work day.*

22. In Section 2-12, #3 indicates that monthly reports and statistics will be required. What types of reports and statistics are you referring to?

*Refer to the attachments in Section 5 of the RFP for the format of the reports. Shortly after award of the contracts, the forms and an orientation on how to complete them will be provided to the Contractor(s) by the DOE.*